



## MEMORANDUM

Date: December 9, 2013

To: Mayor Lee and City Councilmembers

From: Myrna Basich, Assistant City Manager/City Clerk

Subject: Selection of Temporary Chair for January 6, 2014 Council Meeting

The City Council has had a longstanding practice of designating a member of the Council to act as Temporary Chair to open the meeting and preside over the election of the Mayor. (The most common alternative to this process among cities in this region is to have the City Clerk fill this role.)

Council rules do not address the selection of a Temporary Chair; however, historically the Council has used nominations from the floor to identify the Councilmember to serve as Temporary Chair. Should you wish to again proceed in that fashion, the following process information drawn from Robert's Rules and Council Rules may be helpful:

- Nominations for Temporary Chair do not require a second.
- You must cast your vote either "aye" or "no" for each nominee.
- Failure to cast a vote means that your vote is counted in the affirmative.
- As soon as one of the nominees receives a majority vote, the Mayor declares him or her elected as Temporary Chair and no votes are taken on the remaining nominees.

For the convenience of the Temporary Chair, I will provide a guideline for conducting the election of the Mayor for the first Study Session of 2014.